



JOB DESCRIPTION

Data Processor

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| JOB TITLE | DATA PROCESSOR | DIVISION | REDUCTION |
| REPORTS TO | PROCESSING TEAM MANAGER | FLSA STATUS | NON-EXEMPT |
| DATE | 02/18/2016 | | |

SECTION 1

Overview

The data processor position involves analyzing, classifying, and processing many different datasets that may include digital imagery, pavement, and LiDAR. Tasks may include, but are not limited to: visual analysis, editing and extracting data, performing measurements, and updating databases. The processor is held accountable for meeting established project metrics while maintaining quality standards.

SECTION 2

Requirements

Activities Supporting Data Collection

- Obtain an advanced understanding of Roadview software packages, MS Office, and any necessary custom processing applications within six months of start date
- Ability to add, subtract, multiply and divide in all units of measure
- Provide a high level of attention to detail while carrying out written and oral instructions
- Apply critical thinking skills to solve problems related to project specifics
- Communicate effectively with all members of a project

SECTION 3

Responsibilities

- Process project data according to established procedures and guidelines
- Consistently meet performance metrics established by the project manager
- Inform the team leader when issues are identified
- Accurately track and record daily activities